



City of Austin - JOB DESCRIPTION



Abandoned Vehicle Compliance Specialist

FLSA:	Standard/Non-Exempt	EEO Category:	(80) Serv/Maint
Class Code:	10601	Salary Grade:	RD7
Approved:	December 17, 2001	Last Revised:	April 08, 2012

Purpose:

Under general supervision, is responsible for investigating and tagging abandoned vehicles found on public streets that fail to meet the City of Austin's Compliance Standards

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Investigates citizens' complaints about abandoned vehicles and make inspections to determine if vehicle is in violation of City of Austin's Compliance Standards.
2. Researches vehicles by license plate number and Vehicle Identification Number (VIN) to determine if vehicles are registered or stolen.
3. Tags non-compliant vehicles and do routine checks to make sure that tagged vehicles are towed.
4. Consults with vehicle owners and show where violations are present.
5. Consults with concerned citizens regarding the results of the inspection.
6. Maintains daily activity report of investigations and enter information into database.
7. Accesses the State and Federal criminal databases to verify the status of missing vehicles.
8. Assists in educating Neighborhood Associations and other local groups about the Abandoned Vehicles Program.
9. Assists in the training of neighborhood volunteers to help with the Abandoned Vehicles Program.
10. Appears in Court to testify as needed.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of applicable processes, techniques and methods.

Knowledge of Federal, State and Local laws.

Knowledge of city practice, policy and procedures.

Knowledge of street locations.

Knowledge of safety practices and procedures.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to respond to inquiries, complaints, and requests for services in a fair, tactful, and courteous manner.

Ability to inspect and identify violations of applicable codes and ordinances.

Ability to handle hostile, conflict and uncertain situations.

Ability to quickly recognize and analyze irregular events.

Ability to testify in court.

Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

High School graduation or equivalent, plus one (1) year of inspection or enforcement experience.

Licenses and Certifications Required:

Valid Class "C" Texas Driver's License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.